Case 1:05-cv-00026-GMS -CE-TER HUMAN RESOURCES

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FROM : RENT-A

coworkers. Coworkers are expected not to place themselves in

situations that influence them to make decisions contrary to the best

interest of the company on a macie, promined activities include accepting gifts valued in excess of \$500 (such as money, emertainment, goods, or services) from parties who transact or desire to transact

business with the Company. Coworkers must discuss any proposed gift with a value that exceeds \$200 with their supervisor in advance of an individual with whom they have a personal relationship, or the coworker him/herself, will personally benefit from a decision that the

coworker is making as a Rent-A-Center representative.

7.18 Countler Payoli Advances and Loans

Despite our concern for convarisers, under no circumstances will Rent-A-Center

grand loans or payroll advances on wages not yet carned

7.19 Coworter Suggestions

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Coworkers should also report to their supervisous any situation where

scepting such a gift.

Rent-A-Center's success depends on objective decision-making by all

7.17 Conflicts of Interest

7.14 Salicitation and Distribution of Literature

individuals who are not employed by Rent-A-Center are not authorized to has specific rules against solicitation and distribution of literature. The tra seems then to their purpose. Reart-A-Center cowerters may not solich for any purpose during soliciting or the person being solicited, or both. Working time does not include formal rest breaks and meal periods. Coworkers may not distribute literature during working time for any purpose. Coworkers may not questions regarding the propriety of any in order to preserve Rent-A-Center's effective operations, the Company working time, that is, during the working hours of either the person distribute literature at any time for any purpose in working areas. solicitation or distribution of literature should ask their supervisor. The Company reserves itself the right to formally authorize the sale of certain rations or distantisses tiermannes on Communic progr items and to sponsor certain events. Coworkers who have any

7.15 Contacts from Media or Press

authorization from the office of the President, the President and Chief Executive Officer and the Corporate Communications Manager are Public access to inaccurate or misguided information can unjustly damage our Company's reputation. Therefore, only individuals with formal permitted to communicate with any press or media representative. Coworkers are expected to decline answering any questions or providing any information, in written or verbal form, to any representative of the Coworkers who violate this policy will be subject to disciplinary action, up press or media. This includes both on- and off-the-record statements. to and including immediate termination.

7.16 Outside Employment

such as violation of trade secrets or dissemination of confidential information, is prohibited. Coworlers should discuss any questions or concerns about Outside employment that creates unfair competition with Rent-A-Center, outside employment with their manager before such work is initiated.

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7/2/2003

Filed 07/05/2005 03:45PM

Re:

Rest-A-Center believes that the person doing a job ist in the best position

Rent-A-Center also wants to know if coworkers have any concerns about can address, they are encouraged to bring their concerns to their are reasted and the working conditions, or if coworkers have problems we supervisors or their managers. Problems are not resolved by ignoring them. think of ways of doing it more easily, more efficiently, and more effectively. If coworkers think of a better way of doing things, we will working here. If coworkers see the need for improvement in the way they Sveryone can benefit from constructive suggestions. welcome their suggestions and ideas.

communications, work environment, safety, cost containment, loss of The Company is always trying to improve our service, productivity, prevention, and other areas. Coworkers are urged to contribute their unique

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